



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

MICROGRAPHICS SECTION SUPERVISOR

Job Number: 20001630

Job Code: 90450V151201

Job Group: 9000 - CLERICAL AND OFFICE MACHINE

Job Established: 06/16/1982

Job Revised: 12/01/2015

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Plans and supervises the work of all employees within a section of a micrographic operation; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have four years of micrographics experience, one year of which must have been operating complex micrographic equipment (this would include such equipment as film processors and film duplicators and engineering cameras) or as a lead operator.

Substitute EDUCATION for EXPERIENCE:

College which includes courses in photographic science and/or chemistry and related vocational training will substitute for the non-complex micrographic experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises and coordinates the activities of micrographics technicians, related personnel, camera operation, film processing, quality control, microfilm preparation and records processing. Participates in the operation of complex microfilming and photographic duplication procedures in the preservation of records. Develops and maintains operating procedures. Makes certain that quality control standards are met. Maintains records and inventory, and procurement of supplies and equipment. Plans and directs training programs for the personnel involved in the micrographics program. Supervises cataloging and labeling of all microfilm produced in the section. Analyzes requisitions for microfilming to determine the appropriate method of reproduction, basing decisions of requested completion date and availability in specialization of equipment and personnel. Supervises original material in process and suggests improved methods of reproduction. Maintains daily personal contact with other state agencies. Prepares correspondence for supervisor's signature. Responsible for approving leave. Assigns, reviews and evaluates performance of employees. Recommends personnel actions for staff. Participates in the operation of complex microfilming and photographic duplication procedures in the preservation of records.

UNIQUE PHYSICAL REQUIREMENTS:

Duties involve bending and lifting of moderately heavy items such as cartons, court records and supplies.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title is primarily performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.